



Office of the City Clerk

Weekly Report – for Week Ending July 3, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

The City Clerk opened the Council Meeting on July 1, 2015 per Council Rules and conducted the Council President Election for the period of July 1, 2015 through June 30, 2017. Council President Wesson was unanimously elected.

May 19 General Municipal Election:

Staff have formed post-election teams and have begun meeting to address the after action items and post-election action plans.

Staff finalized the 2015 Poll Worker Survey Report. The results will be compiled and analyzed to assess areas for improvement.

2016 Neighborhood Council Election -

Staff continued discussing process improvements for the upcoming NC elections.

Meetings were held to formalize areas of responsibility for the upcoming 2016 Neighborhood Council (NC) elections. Detailed tasks will be worked out between Office of the City Clerk, Empowered LA, and the Online voting vendor Everyone Counts (E1C).

Elections and Systems staff created and tested an address geo-coding service for use with the new NC Candidate filing web application. Further testing needed to determine available resources for street address data and possible costs estimates.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	7/8
Number of Notices/Publications	32
Number of Contracts Attested	81
Number of Council Files Created	66
Number of Claims Received	73
Number of Referrals	51
Number of Council Meetings	4
Number of Committee Meetings	5

Neighborhood and Business Improvement Districts:

On June 29, 2015, staff met with the consultant for the proposed Central Avenue BID to review the Management District Plan and Engineer's Report. On July 1, 2015, staff attended an offsite meeting for the proposed Central Avenue BID.

On June 29, 2015, staff participated at the City Recommendations subcommittee of the LA BID Consortium.

On June 30, 2015, the Council adopted the Annual Planning reports for the Arts District LA, Historic Downtown and Greater South Park BIDs and conducted the Public Meeting for the Los Angeles Tourism Marketing District BID renewal.

On July 1, 2015, staff met with the Fashion District BID to discuss renewal.

TOP ITEMS

- ***Post Election De-Processing and Debriefing***
- ***2015 Neighborhood Council Preparations***
- ***The City Clerk completed the Swearing In of all even numbered Councilmembers and odd numbered School Board District Members***



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Archives Research - A graduate student from UCLA inquired about election returns from 1975.

The City Attorney's Office sought copies of the "State of our Streets" reports.

A researcher from George Washington University researched old property records.

Records Retention - A series of proposals to increase the efficiency of the City's records management program were adopted by the City Council during the week. The Division will roll out a training program to departments early in Fiscal Year 2015-16.

Special Project (Film Conversion) - The Records Management Division is securing Authorities for Expenditure to convert archival film to a video format. Conversion will be completed during fiscal year 2015/16.

Systems and Infrastructure -

The newer version Internet Explorer browser has been installed on 120 computers throughout the department. This addressed the formatting issues on some of the websites with the older version.

Staff is working on a prototype allowing the public to automatically subscribe to Council supplemental files with one single subscription. Currently, each supplemental file has to be subscribed individually and cannot be combined.

Fiscal - Staff encumbered salaries for City Clerk, City Council and Mayor through the end of the fiscal year; submitted the quarterly Business Inclusion Program report; and coordinated all end of year encumbrances.

General City Purposes (GCP)/AB1290/Council - Staff processed all end of fiscal year allocations and reconciled all GCP and AB1290 Accounts for year-end closing.

Personnel - Staff finalized coordination with Controller's Office staff on the impending 2.75% pay grade for some EAA MOU's and Non-rep employees; completed interviews for a new City Archivist; and gave exit interviews to all outgoing staff and new employee orientations to all new staff for CD 4 and CD 8.

ISSUES

None to report.

UPCOMING . . .

Council is in recess from July 2 to July 24, 2015.

The City Clerk staff will prepare the new schedule of the Legislative Assistants' assignment of Council Committees for 2015-2017.

Disaster Recovery - The City Clerk semi-annual systems disaster recovery testing is scheduled for July 18, 2015.